




# HOW TO CONDUCT A BID OPENING

- ☐ Have A Clock in the Room  , Set time by Phone company  ;
  - ☐ Architect and/or AWARDING AUTHORITY Representative Arrive @ Location 1 Hour Early;
  - ☐ Bring Mailed  and Delivered Bids with You
  - ☐ Open to Public;
  - ☐ Announce Designated Hour;
    - Bids Must be Opened Forthwith !!
  - ☐ OPEN & READ Bid Amounts Aloud,
    - Reveal Contents of The Envelope!!!
- Sub-bids You Will Receive**
  - Filed Sub-bid Form
  - Bid Deposit
  - DCAM Sub-bidder's Certificate of Eligibility
  - Subbidder Update Statement

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**c.149 Projects Only**
- General Bids You will Receive**
  - General Bid Form
  - Bid Deposit
  - DCAM General Bidder's Certificate of Eligibility
  - General Bidder Update Statement (CQ 3)

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**c.149 Projects Only**
- ☐ List Bidders + Amounts;      This is a BID SUMMARY (List of Bids Received)!!!!
  - ☐ Take ALL Bids Under Advisement;
  - ☐ POST A **List of Bids Received** by the Awarding Authority;
    - For Filed Sub-Bid Opening this is NOT the Sub-Bid Tabulation
  - ☐ Bidders Can Review Other Bids - **Under Controlled Conditions**

**UPDATE STATEMENTS ARE CONFIDENTIAL AND CANNOT BE REVIEWED BY OTHER BIDDERS**

## **THINGS TO BRING TO A BID OPENING**

- ☐ Mailed or Previously Delivered Bids
- ☐ Letter Opener to Open Envelopes;
- ☐ Pad of Paper or Preprinted Forms to Record Bids Received;
- ☐ Stapler and Staples;
- ☐ Paper Clips and Elastic Bands;
- ☐ Stack of Empty Envelopes
  - To keep Update Statements Confidential